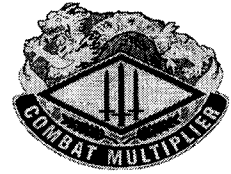




DEPARTMENT OF THE ARMY
HEADQUARTERS, 13TH FINANCE GROUP
BLDG 16007, OLD IRONSIDES AVE
FORT HOOD, TEXAS 76544-5056



REPLY TO
THE ATTENTION OF

AFVX-CFG-CDR

3 August 2005

MEMORANDUM FOR ALL Soldiers, 13th Finance Group

SUBJECT: Standing Operating Procedures (SOP) - Guidance on Providing Information to the Criminal Investigation Division (CID)

1. References.

- a. Army Regulation 37-104-4, Military Pay and Allowances Policy and Procedures-Active Component, June 2005.
- b. Department of Defense Financial Management Regulation (DODFMR), Volume 7A, dated February 1999.
- c. Department of Defense Financial Management Regulation (DODFMR), Volume 5, Disbursing.

2. Purpose: This SOP outlines proper procedures on providing information to CID, ensuring that the Command Group are made aware of what information is being released from the DMPO and Finance Battalions.

3. Applicability: This SOP applies to 13th Finance Group units located on Fort Hood and all accounts serviced. This SOP does not preclude the official release or acceptance of information to/from command representatives such as Personnel Administration Centers (PACs), unit commanders and first sergeants, Command Finance Specialist (CFS) NCOs, from individual/agencies specifically granted authority to submit documents under other regulations, or, Department of Defense (DoD) agreements, from agents acting on behalf of the Soldiers under the authority of a power of attorney.

- a. 13th FG units located on Fort Hood will ensure their Battalion Internal Control (IC) sections are made aware of all cases involving CID. The Battalion IC offices will notify the Group IC on what is taking place with the cases to include what information the battalions are putting out. The Group IC will ensure they keep the command informed on what is happening with the cases.

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b. All cases requesting assistance will be in memorandum format identifying the Soldier's name and social security number to be reviewed and CID points of contact.

4. POC for this SOP is Chief, Finance Operations, 287-6773.

“PHANTOM PAYMASTERS!!”

A handwritten signature in black ink, appearing to read 'S. Riviere', with a long horizontal line extending to the right.

STEPHEN J. RIVIERE
COL, FC
Commanding